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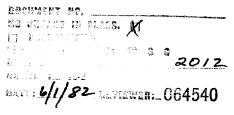
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10 December 1958

Westinghouse Electric Corporation Friendship International Airport Baltimore 27, Maryland

SUBJECT: Preparing and Submitting Cartificates of Performance of Maintenance and Obtaining Approval Prior to All Travel

- 1. This letter supersedes our letter DFE-1673 dated 13 June 1958 pertaining to submittal of Certificates of Service and to travel performed by representatives.
- 2. The Contractor's letter of 15 July recommended use of a Certificate of Performance of Maintenance rather than the conventional Certificate of Service. Authorisation is granted to use the suggested pertificate provided the following additional sentence is added to the certifying statement: "The travel indicated below was performed and authorized and is chargeable to the Government."
- 3. The following instructions apply in preparing and submit-
- a. The certificates will be prepared in the number of copies required by the using activity. SAC has been advised of the special certificate applicable to Westinghouse personnel.
- b. The SAC Supervisory Officer will sign the certificate only after satisfying himself that the contract technical services have been performed.
- e. The original signed copy will be returned to Contractor personnel for transmittal to company headquarters.
- d. The Centractor will attach the original signed copy of the Certificate of Performance of Maintenance to the invoice when presenting the Contracting Officer with an invoice for payment. Certificates should be prepared and submitted in a timely manner. Early payment of services is contingent upon prompt submittal of certificates.



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- 4. From the standpoint of administrative control, it is considered necessary that all FOG contractors, including Westinghouse, obtain approval prior to all traval. This will be accomplished as follows:
- a. Authorization will be obtained from the using command prior to all travel within SAC, i.e., from location to location. Travel Orders prepared by the using organisation provide this authorization.
- b. Authorization will be obtained from the WSFO prior to all travel between locations and contractor's plants for such as vacations, training, illnesses, transfers, etc. The WSFO will keep the using organization advised of the travel authorized in this area which is chargeable to the Government.
- 5. The signature of the Air Force Supervisory Officer on the original copy of each sertificate serves as final approval for purposes: of payment by the Contracting Officer. This approval covers maintenance of equipment as well as authorized travel which is chargeable to the Covernment.
- 6. The Contractor is requested to comply immediately with the above instructions.

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Contracting Officer

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